

Performance Measure Tracking (PMT) System Frequently Asked Questions

Q. Can I change either the description or the amount of a performance measure once I have released it to OFM? How?

- A. Yes you can. Agency users can change the performance measure information simply by making changes in PMT and re-releasing the data. If the measure requiring change was in "pending" status, meaning the OFM analyst had not reviewed yet, and you make a change the status will be updated to "Edit." If the measure had been reviewed and approved by your OFM analyst, then you will be updating an "approved" measure, which will create an "edit" copy of the measure. In both cases, once you select to release the data to OFM, the "edit" measure will become "pending" where the OFM analyst can review and approve your update.

Q. Do I have to assign a program to each of my performance measures?

- A. No. We expect the vast majority of performance measures to be submitted with program "unassigned." The ability to put a program to a measure was created specifically for large agencies that may have different staff looking at measures by program so that they may filter to measures of their program.

Q. There are measures listed in PMT that we don't want to track any more. Do we have to continue tracking?

- A. That is up to your OFM budget analyst. By default, a large number of measures were included in the new system with a status of "approved." Contact your OFM budget analyst if there are any of these measures that you do not feel should still be tracked. Your OFM analyst has the ability to change the status to "OFM Inactive" which means you will not be expected to estimate or measure.

Q. The Statement of Measure is locked. Does this mean I cannot make changes to the wording of the measure?

- A. Not necessarily. OFM Budget Operations staff have the ability to unlock measures to allow for wording changes. Contact your OFM budget analyst for questions regarding performance measure wording and locks.

Q. The field for the dollars estimated does not allow me to enter my estimated dollar numbers because the field length is insufficient. Is there a workaround or will the system be fixed?

- A. That limit on the amounts was by design. We had to set some type of limit so that reports would work without needing excessively long fields, especially given the Data grid and Trend line graph being side-by-side in the Performance Progress Report. Agencies may use rounded numbers with a footnote to indicate the level of rounding, much like OFM does in the budget document (e.g., \$1,000 (footnote: numbers in thousands) = 1,000,000) when the number to report exceeds 9,999,999.99. BASS can re-evaluate the field length in a future maintenance release if this is determined to not be a viable long-term answer. Please send comments regarding this limitation to Vicki.Rummig@ofm.wa.gov <<mailto:Vicki.Rummig@ofm.wa.gov>> so she can track the impacts for later evaluation.

Q. Can I add performance measures?

- A. Yes. You can propose new measures by adding them to PMT. When you release your data to OFM, your analyst will have to option to approve or unapproved the new measure. The OFM budget instructions state to "focus on measures that document agency activity accomplishments and progress toward statewide results." Proposed measures that do not meet this instruction may be unapproved. You will receive an e-mail notification that includes why when a performance measure is unapproved. If the indication is OFM does not want you to submit the measure, you will need to delete it from PMT to avoid resubmitting.

Q. What is the difference between a performance measure "target" and a performance measure "estimate"?

A. Nothing. The terms are used interchangeably. However, OFM has identified performance measure "target" as the preferred term.

Q. Where can I find more information on how to use this system?

A. A tutorial that attempts to walk through the agency business process for performance measures can be found on-line at <http://systems.ofm.wa.gov/basspr/library/PMTTracking.pdf> or <https://fortress.wa.gov/ofm/systems/basspr/library/PMTTracking.pdf> for Fortress users. In addition, an early draft of a Complete PMT System Manual with a lot of detailed information on how the system works can be found on-line at <http://www.ofm.wa.gov/budget/instructions/PMTSystMan.pdf>. You may find additional helpful information here.